



North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities
and Substance Abuse Services

325 North Salisbury Street • Raleigh, North Carolina 27603 • Courier #56-20-24

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Willie M. Section

ADMINISTRATIVE LETTER NO. 93-1

TO: Area Directors
Willie M. Coordinators
Area Finance Officers

FROM: Marci White, Chief
Willie M. Section

DATE: February 25, 1993

RE: REPORTING AND REIMBURSEMENT FOR SERVICES PROVIDED TO
CHILDREN PRIOR TO CERTIFICATION

PURPOSE and POLICY

The **Willie M.** Program has always reimbursed Area Programs for certain costs associated with preparation of materials for the certification process. In the past, Areas have been reimbursed up to 20 hours of WM32 (Assessment-Prescriptive) for the costs of preparing diagnostic evaluations for children under consideration for class membership. In addition, WM01 (Case Management) hours could be earned for the costs of tracking down information and preparing summaries for the certification process. This Administrative Letter affirms our continued obligation to pay for such costs and outlines the procedures and constraints in effect for such reimbursements. This Letter is necessary for 3 reasons: (1) to provide written instructions for Area staff where none have existed before; (2) to clarify procedures for reporting of services to children prior to certification; and (3) to describe changes in procedures made necessary by the field-testing of the new, expedited nomination process in several Area Programs.

Beginning with the current fiscal year, reimbursement for services provided to children prior to certification will be made only for the following services under the stated conditions:

- WM01 (Case Management Services). Case Management time may be charged for any client in precertification (Status 99) subject to a limitation of 10 units (hours) per month and 40 units in any fiscal year, and subject to receipt of valid consent forms for each such child. Units may be reported only to the extent of actual time spent by persons budgeted in direct cost centers in the Area's **Willie M.** Budget. Case Management time should be reported for all activities involved with preparing the form and backup documentation in connection with the new nomination form. Case management time should also be reported for activities involved with preparing forms and backup information in connection with the old nomination form.
- WM32 (Assessment/Prescriptive Services). Assessment-Prescriptive time may be reported to cover the actual clinical time required for preparing pre-certification diagnostic assessments when the nomination has been made on the traditional (old) nomination form. Such time may not be charged when the nomination has been made on the new form, unless the Area has been specifically requested by this Office to prepare a new diagnostic. This is because no new diagnostic will normally be necessary under the new nomination system. Reimbursement will be limited to 20 hours total per child for any diagnostic work, except when written requests for additional units are made and specifically approved by this Office. Valid consent forms must be submitted on each child before any reimbursement is made. Activities of Area Program staff not directly involved in preparation of diagnostic assessments must be charged to Case Management, not to Assessment/Prescriptive Services.

REPORTING PROCEDURE:

Area Programs should continue to report units for WM01 and WM32 on the pink version of the Monthly Transaction Summary Sheet (MTSS). These forms look exactly like the regular MTSS forms except for the color and the printed "99" in the Status Block at the top. Additional copies of the form are available on request from this office. For each child, the number of units of Case Management and of Assessment-Prescriptive Services should be entered on the designated lines of the form. Correct provider codes must also be entered to assure reimbursement. Since only these two services may be reimbursed for children prior to certification, it is not necessary for Areas to report any other services received by these clients. The identifying information on the form (Facility code, county, client JID, and service month) must, however, be complete and accurate to be accepted by the system for reimbursement. Reimbursement will be made through the normal **Willie M.** system subject to the above

limitations and subject to continued availability of funds in the Area Program's **Willie M.** cost centers for these services.

All MTSS forms for pre-certification children must be received in this office by the 10th of the month following the reporting month. Reimbursement for services for these children will be included with reimbursements for all class members as part of the normal monthly payment cycle for **Willie M.** services.

MTSS forms for pre-certification children will not be processed until an actual nomination has been received; therefore, Area Programs should not submit the MTSS forms for reimbursement until the nomination is submitted. If work was done on the nomination package in months prior to the nomination being submitted, those units of service may be reported and reimbursed, but only after the nomination is submitted.

Questions regarding any aspect of this procedure should be directed to Ms. Barbara Dodson, or Ms. Ann Baldwin, Certification Specialist, at (919) 733-6523.

cc:

Mike Pedneau
Judy Stephens
Ann Baldwin
Barbara Dodson
Leza Aycock